



Project: V-FIRE

Fire Department Tracking Form

SPONSORED BY: County of Erie Division of Fire Safety and Erie Community College

[COMPLETION INSTRUCTIONS AND DETAILS ON BACK OF FORM]

SPONSORING AGENCY:			
VOLUNTEER NAME:			
VOLUNTEER SS#:			
DATE OF ACCEPTANCE:		SERVICE OBLIGATION:	YEARS
As an authorized representative for the sponsoring agency, I acknowledge by my signature below that this V-FIRE Volunteer has satisfied his/her service obligation to the sponsoring agency in regards to activity, training and other requirements during the period indicated.			
SEMESTER #1: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR: _____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
SEMESTER #2: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR: _____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
SEMESTER #3: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR: _____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
SEMESTER #4: <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER YEAR: _____		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
YEAR #1:		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
YEAR #2:		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
YEAR #3:		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
YEAR #4:		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
YEAR #5:		<input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE TERMINATION DATE: _____	
AUTHORIZED SIGNATURE & DATE		PRINTED NAME AND TITLE	
REASON FOR TERMINATION:			

INSTRUCTIONS FOR COMPLETING THE FIRE DEPT. TRACKING FORM:

1. Complete all of the information requested in the header section of the form with the exception of the service obligation field. This field will be completed once the V-FIRE Volunteer has received the total scholarship funds for which they were eligible.
2. For each semester for which V-FIRE funds were received, acknowledge by signature that this V-FIRE Volunteer has satisfied his/her service obligation to the sponsoring agency in regards to activity, training and other requirements during the period indicated.
3. For each service obligation year, acknowledge by signature that this V-FIRE Volunteer has satisfied his/her service obligation to the sponsoring agency in regards to activity, training and other requirements during the previous year.
4. If the Volunteer is terminated from the V-FIRE program due to termination from the Sponsoring Agency or ECC (Negative Termination), or due to fulfillment of their academic objectives (Positive Termination), indicate the date of termination in the box indicated and indicate the reason for termination in the box at the bottom of the form.
5. The Sponsoring Agency must update and resubmit this Fire Department Tracking Form to the Fire Safety Office within fifteen (15) days following the end of each semester and following the end of each service obligation year.

REPORTING OBLIGATION:

The Sponsoring Agency must update and resubmit this Fire Department Tracking Form to the Fire Safety Office within fifteen (15) days following the end of each semester or each service obligation year, to verify that the V-FIRE recruit has maintained all local training and activity levels to their satisfaction during the preceding period, thus recommending them for renewal of their tuition voucher or indicating that the Volunteer has been terminated from the V-FIRE program and/or sponsoring agency. Use of the V-FIRE Fire Department Tracking Form will continue after the candidate has achieved their educational objectives to ensure that their service obligation has been satisfied.

SERVICE OBLIGATION DURING ENROLLMENT AT ECC:

V-FIRE candidates must maintain acceptable volunteer activity and training levels and certain academic objectives during their course of study. Meeting these objectives will be verified by the Sponsoring Agency on the Fire Department Tracking Form and by ECC on the College Tracking Form on a semester-by-semester basis.

TERMINATION DURING ENROLLMENT AT ECC:

Failure to meet acceptable volunteer activity levels and/or a cumulative grade point average (c.g.p.a.) of 2.0 or higher for the preceding semester will immediately terminate a student from the V-FIRE program and make them subject to reimbursement of all scholarship funds received for all semesters attended to date under the V-FIRE program. Withdrawing from ECC during a given semester will automatically terminate the student from the V-FIRE program and they will be responsible for full reimbursement of all scholarship funds received to date.

POST EDUCATION SERVICE OBLIGATION:

V-FIRE candidates must maintain acceptable volunteer activity and training levels to fulfill their post-education service obligation as outlined in the Administrative Procedures Guide. Meeting these objectives will be verified annually by the Sponsoring Agency on the Fire Department Tracking Form.

POST EDUCATION TERMINATION:

At any time following the completion of a student's educational objectives and during their service obligation period a student may be immediately terminated from the V-FIRE program for the following reasons:

- ☐ Failure to meet acceptable volunteer activity levels as determined by the Sponsoring Agency
- ☐ Changing their membership classification in the Sponsoring Agency from active to inactive status
- ☐ Quitting or otherwise forfeiting membership in the Sponsoring Agency
- ☐ Termination or expulsion from membership in the Sponsoring Agency

If a V-FIRE student is terminated due to any of the conditions listed above, they may be subject to reimbursement of all scholarship funds received for all semesters attended to date under the V-FIRE program.

NOTIFICATION:

Within fifteen (15) days following the end of their last semester, the student must notify the Sponsoring Agency that they have satisfied all of their part or full time educational objectives and wish to terminate their V-FIRE scholarship and begin fulfillment of their service obligation.

Within fifteen (15) days of receipt of this notice, the Sponsoring Agency must forward an updated Tracking Form to the Fire Safety Office indicating the same.

If a student is terminated from Sponsoring Agency membership for any of the reasons listed above, the Sponsoring Agency must forward an updated Tracking Form to the Fire Safety Office immediately indicating the same.

Once the student has made notification that they have satisfied their part or full time educational objectives, they will not receive any further V-FIRE funds and no further vouchers will be issued.

At the end of a student's participation in the V-FIRE program, the Office of Fire Safety will issue a letter of confirmation to the student; Sponsoring Agency and ECC upon receipt of all appropriate documentation indicating that all academic and volunteer service obligations have been met.